

**PREMIER SPECIAL EVENTS
WEDDING & EVENT QUESTIONNAIRE**

GENERAL EVENT INFORMATION:

Bride and/or Groom's Name(s): _____

Mailing Address: _____

City, State & ZIP: _____

Primary Email: _____

Alternate Email: _____

Cell Phone Number: _____

Alternate Phone Number: _____

Contracted Event Date/Time: _____

Contracted Event Setup/Teardown Dates: _____

Rental Budget: _____

Number of Guests Invited (*not including bridal party*): _____

Number of Bridesmaids/Groomsmen: _____

EVENT PLANNER INFORMATION:

Name: _____

Phone: _____

Email: _____

CATERER INFORMATION:

Name: _____

Phone: _____

Email: _____

BAND/DJ INFORMATION:

Name: _____

Phone: _____

Email: _____

FLORIST INFORMATION:

Name: _____

Phone: _____

Email: _____

VENUE INFORMATION:

Property Name: _____

Physical Address: _____

City, State & ZIP: _____

Property Manager Name (*if applicable*): _____

Property Manager Email (*if applicable*): _____

Property Manager Phone (*if applicable*): _____

**PREMIER SPECIAL EVENTS
WEDDING & EVENT QUESTIONNAIRE**

GENERAL CEREMONY INFORMATION:

Does your DJ/band/orchestra need a small tent for weather shelter? _____

Will a stage/risers be needed for the bridal party and officiant? _____

How many ceremony chairs will be needed? _____

What type of chairs will be used for the ceremony?

- | | |
|--|---|
| <input type="checkbox"/> Chiavari with Cushion | <input type="checkbox"/> Ghost Chair |
| <input type="checkbox"/> Tuscan Crossback with Cushion | <input type="checkbox"/> White Folding with Pad |
| <input type="checkbox"/> Natural Wood Folding with Pad | <input type="checkbox"/> Natural Wood Folding (<i>no pad</i>) |

Will PSE labor be required for ceremony chair setup and teardown? _____

GENERAL RECEPTION INFORMATION:

Will you require a dance floor within the reception tent? _____

Will the DJ/band require a stage within the tent? _____

How many bars and bar backs will be needed? _____

Which of the following tables be utilized at your event? (*check all that apply*)

- | | |
|---|--|
| <input type="checkbox"/> Head Table with Bridal Party | <input type="checkbox"/> Sweetheart Table (no bridal party) |
| <input type="checkbox"/> Gift Table | <input type="checkbox"/> Memorial/Ancestry Table |
| <input type="checkbox"/> Cake Table | <input type="checkbox"/> Dessert Table |
| <input type="checkbox"/> Buffet Service Tables | <input type="checkbox"/> Beverage Service Tables |
| <input type="checkbox"/> DJ Table | <input type="checkbox"/> Back of House Tables (<i>catering/bar/floral</i>) |

Please indicate the type of head table(s) that will be used for the reception:

- | | |
|--|--|
| <input type="checkbox"/> Tuscan Farm Tables | <input type="checkbox"/> 6' or 8' Banquet Rectangles |
| <input type="checkbox"/> 5' or 6' Banquet Rounds | <input type="checkbox"/> Other: _____ |

How many guests would you like seated at each reception table? _____

Please indicate the type(s) of guest tables that will be used for the reception:

- | | |
|--|--|
| <input type="checkbox"/> Tuscan Farm Tables | <input type="checkbox"/> 6' or 8' Banquet Rectangles |
| <input type="checkbox"/> 5' or 6' Banquet Rounds | <input type="checkbox"/> Other: _____ |

What type of chairs will be used for the reception?

- | | |
|--|---|
| <input type="checkbox"/> Chiavari with Cushion | <input type="checkbox"/> Ghost Chair |
| <input type="checkbox"/> Tuscan Crossback with Cushion | <input type="checkbox"/> White Folding with Pad |
| <input type="checkbox"/> Natural Wood Folding with Pad | <input type="checkbox"/> Natural Wood Folding (<i>no pad</i>) |

Will PSE labor be required for chair setup and teardown? _____

**PREMIER SPECIAL EVENTS
WEDDING & EVENT QUESTIONNAIRE**

GENERAL TENTING INFORMATION:

Please indicate/describe the type of surface the tent will be installed on:

- | | |
|---|--|
| <input type="checkbox"/> Grass/Field (semi-level) | <input type="checkbox"/> Grass/Field (unlevel) |
| <input type="checkbox"/> Asphalt/Concrete (level) | <input type="checkbox"/> Decking (level) |
| <input type="checkbox"/> Other: _____ | |

Will bistro lighting be necessary for the tent? _____

Will tent heaters be needed? _____ Will tent coolers be needed? _____

Will a generator be needed? _____

What will be running off of the generator power? _____

If no generator is needed, where is the main power supply? _____

GENERAL FOOD & BEVERAGE INFORMATION:

Will your meal be plated or buffet? _____

Please indicated the following tabletop/barware items that will be rented:

- White Porcelain Round Bistro Plates & Bowls:
6", 8", 9", 10", 12" plates; 4", 8.5", 9" bowls
- White Porcelain Square Plates: *6", 8", 10" plates*
- Blue Enamelware: *6", 10" plates offered, 8" bowls offered*

- Gorham Silver Flatware: *dinner forks, salad forks, teaspoons, dinner knives*
- Oneida Stainless Steel Flatware:
dinner forks, salad forks, teaspoons, soup spoons, butter knives, dinner knives

- Riedel Crystal Barware:
water/beer, red wine, white wine, champagne flutes offered
- Libbey Glass Barware:
water, tulips (for red or white wine), champagne flutes, pints, old fashions, hiballs, martinis, coupes, Irish coffee mugs, cordials offered
- Additional Barware: *Moscow mules, mason jars (green, blue or clear glass)*

We will work directly with your caterer on any catering equipment rentals
(such as, but not limited to):

BBQ grills, propane ovens, hot boxes, mobile bars, chafing dishes,
beverage dispensers, serving utensils, platters and trays, etc.